

JOB AID - Safety Assessment Program (SAP) Trainer

Note: This Job Aid is for certified SAP Evaluator trainers, to provide recommended actions and tools in order to be prepared for a training class. Also provides recommendation on actions to be taken during and after class that should provide for a successful SAP Evaluator training, which includes suggested methods and procedures for managing SAP classes, conducting registration, asking for CA OES co-sponsoring, and forwarding student information to CA OES. (The SAP web page is at www.oes.ca.gov, under the “Recovery” header, then under the “Safety Assessment Program” pull-down link.)

ACTIONS BEFORE CLASS

Instructor:

- ☐ Alert CA OES regarding changes to your address, email, or phone numbers. CA OES will provide periodic training program updates.
- ☐ Must be a CA OES certified SAP trainer in order for students to be accepted by CA OES. See the CA OES SAP web page for a complete list of certified trainers.
- ☐ Must teach the approved CA OES curriculum. The SAP Evaluator Student Manual is located on the SAP webpage.

Assistant/Instructor:

- ☐ Contact CA OES (916) 845-8265, to inform them about the class so CA OES can post class information on its SAP website, if advertising is desired. Check to see if CA OES has any co-sponsoring possibilities for your class, which might help with class costs.
- ☐ Estimate how many students will be attending the class.
- ☐ Obtain a reasonable location for the training. The classroom should have enough room for the estimated attendance, and should have a projector screen. Ideally, the classroom should be set up with tables and chairs so students can spread out their materials. It would be ideal if a microphone and sound system is available for a larger class.
- ☐ Download from the SAP Evaluator Trainer CD, or from the CA OES SAP web page, the SAP Evaluator student manual, the Continuing Education Unit (CEU) form, and the SAP registration form. Make enough copies for anticipated number of students. If CA OES is co-sponsoring, it may produce these manuals for you, and will ship them to the location you designate.
- ☐ Obtain enough copies of the ATC-20-1 and ATC-45 handbooks so each student has a set. These can be purchased from the Applied Technology Council (ATC) at www.atcouncil.org. These must be ordered with enough lead time so the handbooks arrive before the class date. CA OES understands that ATC will provide a 20% discount if 5 or more of each book is purchased at once. If co-sponsoring, CA OES may obtain these books, and ship them to location designated.
- ☐ If using black & white SAP Evaluator manuals, it is suggested to make color copies of the Exercise pictures in Chapter 3 along with color copies of the placards to hand out during the group exercise activities.

- ☐ Obtain a digital camera that creates photos in “jpeg” format. Make sure there are extra batteries for the camera, along with sufficient memory cards for it.
- ☐ Depending on the size of the class, availability of an assistant to help with class registration and photos is desirable.
- ☐ Set up the classroom at least one hour before class begins. Bring all class handouts and forms to the class. Have a table at the entrance to accommodate registration and the handing out of class materials.

ACTIONS DURING CLASS

Instructor:

- ☐ Have all the students complete the SAP registration form together by going through each field based on the form instructions provided. Ask them not to hand in the forms until they have their photos taken in the afternoon, at which time they can hand them in. This way, the photo number can be written on the form.
- ☐ Inform them at the start of the class about the CEU form. If they want credit for this class, ask them to fill out the information at the top of the form, sign the bottom, and bring it to you to sign off sometime during the day. Then they should complete the form and mail it to the CSUS address on the form along with the required fee.
- ☐ Be sure to speak clearly, with good enunciation, in a conversational tone.
- ☐ If students are unable to hear the training, take whatever steps are appropriate to make sure they can hear. This may include moving them forward, using a microphone and sound system, and/or speaking up.
- ☐ Ensure that the students all stay for the entire class. It has been observed that some students decide to leave the class early. Students must stay through the entire course to receive credit for the class. If some urgent matter precludes their staying, they can receive credit if they substantially complete the course, meet with the instructor during a break, and promise to read over the chapter(s) that they will be missing. If an emergency takes them out of the class before late afternoon, they must complete the course another time. Their fee may or may not be partially refunded to them, depending on the policies of the instructor or the sponsoring organization.
- ☐ When setting up the exercises, try to keep the groups smaller, fewer than five students if possible. This will allow for better participation by the students.

Assistant/Instructor:

- ☐ Have students sign in at the registration desk.
- ☐ If a fee is involved for the class, and it has not been paid prior to the class date, collect the fee as the students sign in.
- ☐ Hand out the following items to each student:
 - SAP Evaluator Training Manual
 - ATC-20-1 handbook
 - ATC-45 handbook
 - SAP registration form

- ☐ Pass out colored photos and colored placards for Chapter 3 during the exercises
- ☐ Take photos of the students during the afternoon break. This will help ensure that photos are of the students who substantially completed the course and didn’t leave in the morning or at lunch. It is very important to write the digital photo number of each student on their SAP registration form, so the photos are tracked with the student. Photos without a match to the registration forms will be returned to the trainer for identification – if that’s possible! One recommendation is to have the students write their name on a large card and hold it up when the picture is taken. This will really help end confusion when the photos arrive at CA OES. Also, make sure that hats and sunglasses are not worn during the photo shoot!
- ☐ Check over all the registration forms against the sign-in sheet, to confirm that everyone had their photos taken. If not, announce to the class the names of those who still need their photos taken.
- ☐ Check the forms for completion. All fields in the form are required to be completed. Incomplete registration forms must be returned to the student for completion, after their photo is taken. If the student does not remember their license/certificate number or expiration date, he/she should at least provide the type. The loyalty oath or affirmation must be signed without alteration. The registration form cannot be processed by CA OES without it.

ACTIONS AFTER CLASS

Instructor:

- ☐ Sign the registration forms as the instructor for all the students who attended the course. Do not sign off on the form if the student left the class early. Be careful not to sign in the “Loyalty Oath or Affirmation” section of the form, but in the space below for the instructor. (An authorized employee of CA OES will sign off the oath section.)
- ☐ Pass along to CA OES any suggestions that you or the students may have regarding the class.

Assistant/Instructor:

- ☐ Arrange the photo “names” with the last name & first name of the students (e.g., for John Smith, name the file “Smith John”)
- ☐ Transfer all the photos to a CD.
- ☐ Send the registration forms and the CD to:
 - CA OES
 - Recovery Division
 - Attn: Technical Assistance Programs
 - 3650 Schriever Avenue
 - Mather, CA 95655